

FAIRVIEW SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: June 20, 1994

REVISED:

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">706. PROPERTY RECORDS</p> <p>The Board directs that adequate property and inventory records be maintained on all land, buildings and physical property under the control of the district.</p> <p>The Board also directs that a complete inventory be maintained by physical count of all district-owned equipment. It further directs that property records be maintained of all buildings and grounds under the control of the district.</p> <p>It shall be the duty of the Controller to ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p><u>Sales and Rentals of Property or Facilities</u></p> <p>All sales and rentals of school district property shall be approved by the Board in a regularly scheduled meeting. Such transactions must be conducted in conformity with state law and serve to forward the educational opportunity of the district's students.</p> <p><u>Sales and Disposal of Books, Equipment and Supplies</u></p> <p>The personnel of the district shall strictly abide by, without exception, all laws and regulations relating to the purchasing and selling of any books, equipment and supplies.</p> <p><u>District Property Loss</u></p> <p>The Board directs the administration to establish procedures for identifying and reporting property loss, including both accidental and malicious damage, theft of property, and fire loss or damage. Procedures shall also be established to determine responsibility for follow-up.</p>
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Upon authorization and approval of the Board, obsolete equipment to be sold will be advertised and awarded to the highest bidder. The Board may authorize the disposal of obsolete books, equipment and supplies by donation.

The administration shall be responsible for carrying out this policy.